

THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

3081 Real Estate Acquisition Agent 3/22/2016
(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 46,293 annually

PAY GRADE RANGE: \$ 46,293 - \$ 72,270 annually (Pay Grade 9)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Friday, April 1, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (if applicable) (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Associate's Degree or two (2) years of course work towards a Bachelor's Degree from a CHEA accredited college or university in Business or a related field **and** three (3) years of experience as a professional right-of-way agent or property manager.
OR
- Five (5) years of qualifying full-time right-of-way or real estate experience with emphasis on the TDOT right way acquisitions process for the management of Federal and State Funded Transportation projects & Federal Highway Administration rules and regulations
- Must possess a valid Driver's License issued by the State of Tennessee.

EXAMINATION

The selection procedure for this position will consist of a Training and Experience Questionnaire 100%

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION
City of Knoxville

Class Title: Real Estate Acquisition Agent	Working Title: same	PCN :
	Incumbent: vacant	Created: September 22, 2014

GENERAL DESCRIPTION

Under general direction, provides guidance with respect to State and Federal requirements and procedures for acquiring real property for State and Federal assisted transportation projects so that individuals, employees, departments, organizations and agencies are aware of and may comply with the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970"

ESSENTIAL FUNCTIONS

REAL ESTATE PROCUREMENT: attends preliminary group inspections, assists in the determination of appraisal waivers negotiates the acquisition of property with the owner by contacting the owner with a written notice of intent, completes purchase agreements, making the offer, and explaining the City of Knoxville acquisition procedures; studies and explains appraisals in preparation for acquisition and validates all documentation regarding engineering and appraisal reviews before making an offer; makes recommendations for administrative settlements; compiles, maintains and checks all reports necessary to close the negotiation. Submits attestations in coordination with project manager and submits acquisition documents for final approval.

Coordinates with title and closing agent; reviews title for liens and taxes owed; provides copy of appraisal to mortgage company; secures release of title from mortgage company; secures tenant release from landlord; prorates taxes; disburses funds to owner, mortgage company, and governments.

Provides relocation advisory assistance; calculates supplemental housing payments and moving expenses; shows available housing; inspects housing for compliance with federal and state regulations; contacts banks, other lending institutions and attorneys; uses title reports prior to calculating nominal payment procedures (NPP).

Prepares Conceptual Stage Relocation Plans; researches availability and costs of rental and purchase of housing for relocates; makes determination of availability of housing of last resort.

REAL ESTATE DISPOSITION: assists the Real Estate Manger in the disposition of real property in conjunction with respective departments (e.g. Purchasing, Community Development and Property Tax Office). Negotiates real property sales based on market value, tax assessments in accordance with City policies.

DATA MANAGEMENT: assists in the establishment and maintenance of real estate records, files and inventory ensuring compliance with appropriate rules, regulations, legislation, and laws. Inputs real estate documents obtained through the acquisition and disposition processes in to the City's database. Maintains up to date knowledge of city projects impacting real property and redevelopment activities

MARGINAL FUNCTIONS

None indicated.

KNOWLEDGE, SKILLS AND ABILITIES

MANAGING RELATIONSHIPS: ability to establish and maintain effective working relationships with the public and coworkers.

ORAL COMMUNICATION: ability to effectively use oral communication

WRITTEN COMMUNICATION: ability to communicate clearly through writing.

REAL ESTATE PROCUREMENT LAWS: knowledge of all laws, regulations, and policies that pertain to the acquisition, use, and maintenance of leased and owned property programs

REPORT COMPOSITION: ability to prepare reports and correspondence

RECORD KEEPING: ability to maintain records and files.

Business Practices: Ability to apply sound business practices to property appraisal, disposition, acquisition, and management programs

KNOWLEDGE, SKILLS AND ABILITIES (cont.)

INFORMATION SYSTEMS: ability to use various types of electronic, manual recording, and computer systems used by The City of Knoxville.

INVENTORY CONTROL: knowledge of inventory control methods.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects.

A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

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